

## Sample

### Mark-to-Market

### Form 4.5

### PAE's Request to Owner for Missing Documentation

(Date)

Project Name: \_\_\_\_\_

FHA Number: \_\_\_\_\_

Section 8 Expiration Date: \_\_\_\_\_

Dear (Property Owner):

At the Kick-off meeting held on \_\_\_\_\_ of 200\_, we provided you with an Owner's Package, which listed the documentation we needed to complete a debt Restructuring Plan. You were required to provide the information within 30 days of the Kick-off meeting. We are still missing some key elements of that required documentation. The list below indicates the missing information:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

We cannot complete our review without the information indicated above. If we do not receive the requested information within 10 business days (by \_\_\_\_\_, 200\_), we may be forced to discontinue our development of your restructuring plan, and to recommend to OMHAR that your project be declared ineligible for restructuring. This would result in a reduction of rents to market without the benefit of a debt restructuring.

Sincerely,

(Name of PAE)